

Compliance Officer

General Objectives

The general objective for the position of Compliance Officer is to increase assurances that MTRS assets are safeguarded, that operating efficiency is promoted, and that compliance is maintained with prescribed laws, and MTRS Board and management policies. Reviews performed by the Compliance Officer will emphasize the promotion of adequate and effective internal controls at a reasonable cost and suggest improvements that will lead to economies and efficiencies in MTRS operations. To achieve the general objectives, the Compliance Officer will:

- Conduct analyses, reviews, audits and consulting engagements of the various MTRS internal and external operations.
- Furnish recommendations for improvements.
- Provide counsel and information regarding the activities reviewed.

The Compliance Officer will report to the Assistant Executive Director.

Responsibilities

1. Performing comprehensive internal, field, and operational reviews that encompass the examination and evaluation of the adequacy and effectiveness of internal controls and the quality of performance. These reviews will include:
 - Reviewing and assessing the management controls utilized by MTRS to address business and operating risks.
 - Determining that all MTRS operating units are complying with laws, regulations, policies, and procedures.
 - Assuring that assets are accounted for and safeguarded.
2. Ascertaining that financial and demographic data developed for management is reliable and relevant.
3. Evaluating MTRS programs to determine whether they are operating within the highest fiduciary standards and are directed toward the exclusive benefit of MTRS members, retirees, and beneficiaries.
4. Reviewing and reporting on the administration of MTRS programs including the performance of contractors for services. These activities include identifying opportunities for cost reduction and performance improvement. This also includes giving assurance that programs are managed in a reasonable, responsive, and

consistent manner and utilize integrated, cost-effective, secure, and efficient service standards, procedures, and practices.

5. In presenting to management the results of internal, field, and operational reviews, the Compliance Officer will provide recommendations for corrective actions for reportable conditions and internal control weaknesses.
6. In developing its recommendations, the Compliance Officer will take into consideration the costs of implementing the recommendations versus the consequences of allowing the reportable conditions and internal control weaknesses to continue to exist.
7. Evaluating any plans or actions taken to correct reported conditions for satisfactory resolution of audit findings. If the resolution is considered unsatisfactory, see that further discussions are held to achieve satisfactory resolution.

Qualifications

Bachelor's Degree in Accounting or related field preferred, Master's degree a plus; CPA preferred; Applicant must have at least five years of accounting or auditing experience, of which at least one year must have been in a managerial capacity.

Preferred skills and abilities include knowledge of audit procedures, risk management and internal controls, strong analytical, communication and presentation skills, and familiarity with appropriate state and federal policies and procedures.

Salary Range \$52,600-\$78,600

All interested applicants must submit a Letter of Application and a Resume to Sean Neilon, Assistant Executive Director, MTRS, One Charles Park, Cambridge, MA 02142-1206, no later than November 30, 2006.